

SPECIAL ORDER NO. 30

September 10, 2008

**SUBJECT:** LOS ANGELES POLICE DEPARTMENT VESSEL REPORT,  
FORM 12.08.00 - ACTIVATED AND VEHICLE/VESSEL REPORTING  
FIELD NOTEBOOK DIVIDER, FORM 18.36.00 - REVISED

**PURPOSE:** This Order activates the Los Angeles Police Department  
Vessel Report, Form 12.08.00; and revises the  
Vehicle/Vessel Reporting Field Notebook Divider, Form 18.36.00.

In an effort to improve the reporting of boat-related investigations, the Department has implemented the Vessel Report. The Vessel Report is designed to capture the pertinent information required for entry into the Automated Boat System.

Additionally, the Vehicle/Vessel Reporting Field Notebook Divider has been updated to comply with state law and reflect changes pursuant to this Order.

**PROCEDURE:**

- I. LOS ANGELES POLICE DEPARTMENT VESSEL REPORT, FORM 12.08.00 - ACTIVATED.** The Los Angeles Police Department Vessel Report is activated.
  - A. Use of Form.** This form shall be used in lieu of the Vehicle Report, CHP 180 Form, when reporting boat-related investigations conducted by the Department.
  - B. Completion.** Current completion procedures shall be the same as the Vehicle Report, with the exception of the new mandatory fields and checkboxes relating to specific vessel descriptors (e.g., Hull Material, Vessel Type, Propulsion). Additionally, reporting employees shall only complete the first eight-shaded checkboxes under the inventory section when conducting a stolen/embezzled vessel investigation. The remaining inventory checkboxes shall only be used for stored, impounded or recovered vessel investigations. For additional completion guidelines refer to the Vehicle/Vessel Reporting Field Notebook Divider.

**Note:** A related trailer theft shall continue to be reported on a separate Vehicle Report.


**C. Distribution.** The distribution of this form is the same as the current distribution for the Vehicle Report, CHP 180 Form.

**II. VEHICLE/VESSEL REPORTING FIELD NOTEBOOK DIVIDER, FORM 18.36.00 - REVISED.** The Vehicle/Vessel Reporting Field Notebook Divider has been updated.

**FORM AVAILABILITY:** The Los Angeles Police Department Vessel Report and the Vehicle/Vessel Reporting Notebook Divider will be available from the Department of General Services, Distribution Center, in approximately 60 days and will be immediately available in "LAPD Forms" on the Department's Local Area Network.

**AMENDMENTS:** This Order amends Department Manual Sections 4/203.40, 4/220.10, 4/220.35, 4/220.40, 4/220.45, 4/220.50, 4/220.52, 4/220.60, 4/220.65, 4/220.70, 4/220.80, 4/220.85, 4/220.90, 4/221.10, 4/222.55, 4/222.60, 4/248.40, 4/248.50, 5/18.36.00, and adds Section 5/12.08.00.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

Attachments

DISTRIBUTION "D"